

**EXECUTIVE SECRETARIAT****ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
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11	IG				
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13	D/Pers				
14	D/OLL				
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Remarks

Executive Secretary

Date

3637 (10-81)

# FPM Bulletin

Advance Edition 10/18/84

## Executive Registry

84-9923

Bulletin No. 451- 23

Washington, D. C. 20415

October 25, 1984

**SUBJECT:** Presidential Management Improvement Awards

Action Date: November 23, 1984

Holds of Departments and Independent Establishments:

## 1. Background

President Reagan on August 17, 1984, announced the reestablishment of the Presidential Management Improvement Awards Program to encourage and recognize Federal civilian and military personnel for their ideas and other achievements beyond job requirements that result in significant benefits to the Government. To further underscore his interest in having Federal personnel at all levels involved in efforts to improve Government operations and services to the public, the President also intends to augment the Management Improvement Awards with letters of commendation.

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This Bulletin is issued to provide instructions for implementing this Presidential Program.

## 2. Criteria

a. Presidential Management Improvement Awards will be granted to those individuals, small working groups, teams or task forces, recommended by their respective agencies, that have most improved Government operations and services to the public. Such recognition will be authorized for civilian and military personnel for suggestions, inventions or special achievements beyond job requirements that have been recognized through honorary and/or monetary awards since October 1, 1981. In addition to verified tangible benefits of \$250,000, any or all of the following criteria will be applied in the screening of nominations:

(1) reduction of operating costs, (2) better use of staff or materiel resources; (3) elimination of fraud, waste, or abuse; (4) reduced budget requests (from previous levels); (5) widespread or Government-wide application; (6) degree of simplification, improved performance, or creativity involved; and (7) increased output, especially to the public.

b. Presidential Letters of Commendation will be authorized for civilian and military personnel for suggestions, inventions or special achievements beyond job requirements that have been recognized through honorary and/or monetary awards since October 1, 1981.

Such contributions must have resulted in tangible benefits to the Government of \$250,000 or more. Individuals, small working groups, teams or task forces may be nominated for these honors.

**Inquiries:** Incentive Awards Branch, (202) 254-7090

**Code:** 451, Incentive Awards

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**Bulletin Expires: October 20, 1985**

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NOMINATION FOR  
PRESIDENTIAL MANAGEMENT IMPROVEMENT AWARD

Name*:	Grade:
Title or Rank:	Organization:
Location:	Agency:

1. DESCRIPTION OF ACHIEVEMENT (The following criteria, as applicable, should be addressed in the description: verification of benefits of at least \$250,000; operating costs; better use of staff or materiel resources; elimination of fraud, waste or mismanagement; reduced budget requests (from previous levels); widespread or Governmentwide application; degree of simplification, improved performance, or creativity involved; and increased output, especially to the public.)

(continue on reverse)

2. Citation: A two-paragraph citation (in non-technical language), describing the contribution and its benefits to the Government.

3. Name and telephone number of official to be contacted for further information:

4. Approval of Nomination:

\_\_\_\_\_  
Department or Agency Head

\_\_\_\_\_  
Date

\*If a group nomination, name of individual who led the group effort. On a separate sheet, include same information for each member of the group.